

To All Agency HR Community:

The Performance Management Initiative (PMI) was fully implemented when employees received their performance plan for the coming year. As you recall, the performance cycle includes: planning, coaching and review. Now is the time for supervisors to complete their mid-year coaching.

Your supervisors need to conduct employee coaching by meeting with their employees and documenting the conversation within the online performance evaluation system. If we consider the appraisal period for most employees this year to be January through September, **April 15th is the target date supervisors should have completed their employee coaching sessions.**

The mid-year process should be used as a tool to review and possibly edit the goals that were established in the Performance Planning process. This review should add value by assessing the progress that has been made towards the established goals and setting up the employee(s) for success by providing additional guidance on how the goals can be accomplished. Additionally, the Mid-term Review is a time to discuss the Workplace Standards found on the PMI Evaluation Form and discuss any possible need for change in those areas.

If performed properly, the employee should leave the Mid-term Review with an understanding of how their individual goals align with agency initiatives and the importance of their goals to the agency and State as a whole.

I request you notify your agency supervisors, if you have not done so already, of the requirement of their employee coaching sessions. Remember, this phase is completed on the online form and must be acknowledged by both the supervisor and employee. For supervisors who have not completed their coaching sessions, during the first week of April they will receive a system generated email reminding them it is pending and needs their attention.

Please remind your supervisors of the great tools available on the A&I Human Resource Division's website at: <http://hr.wy.gov>. These include:

- [The online video "Training Module 5 – Planning, Coaching & Review"](#) to remind supervisors of conducting the coaching session.
- [The Online Performance Evaluation - Evaluator Manual](#) to help navigate through the online performance evaluation form.

The HRD is also providing you with two new resources. These new resources are available on our website. For your convenience I am attaching the two new resources to this email for review and distribution as necessary:

- [How to Retrieve Your Password](#) – steps for employees and supervisors to reset their password to the online performance evaluation system.
- [Printing an Online Evaluation Form](#) – steps for both employees and supervisors to print a hard copy of their evaluation, if desired.

Should you have specific questions regarding the process, please email to: [ai-hrd-pa@wyo.gov](mailto:ai-hrd-pa@wyo.gov) or call the A&I Human Resources Division.

Thank you again!